



Tenant & Employment Background Investigations

Monthly Newsletter

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Happy
Valentine's
Day

TENANT SCREENING

LEASE INTEGRATION

URGENT - SEATTLE LANDLORDS!

More New and Required Wording For Your Rental Applications!

1. On Wednesday, February 7, 2018 Seattle Office Of Civil Rights Enforcer/Attorney, Michael Chin gave Tenant Screening companies instruction on compliance to FAIR CHANCE HOUSING. Many screening companies from the United States participated.
2. Screening companies were given required wording for Rental Applications.
3. Many Orca Information clients have already received their new Rental Applications. Some have not yet received the new Rental Application.
4. If you have already received your new applications then PLEASE replace the 2nd page of their Rental Applications with the Form below.
5. If you have not yet received your new Rental Applications, a generic hard copy Rental Application is also provided below. You may use it until we can send the new ones to you.
6. We are scrambling to make changes required by this new Seattle ordinance and trying hard to get to everyone's requests and needs.

Thank you for your patience!!!

Open links to the following:

1. New and Improved 2nd page of Rental Application. For clients who have already received their new Rental Applications.
<https://www.orcainfo-com.com/uploads/Seattle-Letter-of-Auth-w-CC-Feb-2018.pdf>
2. Generic Rental Application. For clients who have NOT yet received their new applications.
<https://www.orcainfo-com.com/uploads/City-of-Seattle-Application.pdf>
3. Handouts from Seattle Office of Civil Rights to Tenant Screening companies – Rules screening companies and landlords are required to follow to comply with Fair Chance Housing ordinance.
<https://www.orcainfo-com.com/uploads/Seattle-Fair-Housing-Ordinance-PPT-2-7-2018.pdf>

Thank you!

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EMPLOYMENT SCREENING

DRUG TESTING

What To Do When the Boss Comes on to You

Your co-worker won't take no for an answer when it comes to drinks after work. And why is it that your supervisor can't seem to pass you in the corridor without brushing up against you?

Every day is a fresh headline. Democratic Sen. Al Franken. Philadelphia Sheriff Jewell Williams. Comedian Louis C.K. Republican U.S. Senate candidate Roy Moore. Those are the high-profile cases, but what should you do if the harassment is happening to you?

Maya Raghu, director of workplace equality and senior counsel at the [National Women's Law Center](http://www.nationalwomenlawcenter.org) in Washington, has this advice:

As soon as you have an inkling that what you are experiencing may be harassment, start documenting incidents. Write a memo to yourself with dates, times, and descriptions of what happened. Were there any witnesses? Make a note of them. Save hard copies of emails, texts, and tweets. Transcribe voice mails and date them.

Before you complain, do research. Does your company have a policy? What is the reporting procedure? What are the potential outcomes? Does it say anything about retribution?

Longtime Philadelphia employment lawyer Alice Ballard said in an [interview](#) that the human resources department "is not your friend," because it is charged with protecting the interests of the company. Friend or not, Raghu said, HR is the place to start — because of the way the law has developed, it's important to show that the proper procedures were followed, even before reaching out to agencies such as the federal Equal Employment Opportunity Commission.

Rules for Adverse Action

Step 1: Written notice and authorization from applicant is required BEFORE you can order a consumer report/background check for employment purposes. You must notify the individual in writing - in a Stand Alone document. This Stand Alone document is the Release Authorization Notice. The applicant is giving permission for your company to request a background check and use the report for the purpose of qualifying him or her for the specific job position. (Special procedures apply to the trucking industry).

Step 2: Pre-Adverse action procedures - If you rely on a consumer report for an "adverse action" such as, a) denying a job application; b) requiring more proof of positive credit; c) explanation of negative credit such as extenuating circumstances; d) reassigning or terminating an employee; e) denying a promotion - be aware of the following: Before you take the adverse action, you must give the individual a **pre-adverse action disclosure** that includes a **copy of the individual's consumer report** (background check), **and a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act"**. This is a document prescribed by the Federal Trade Commission (FTC). The CRA (screening company) furnishing the individual's report will give you the document, A Summary of Your Rights under the Fair Credit Reporting Act.

Step 3: Post-Adverse Action - After you've made the decision to take adverse action, you must give the individual notice - orally, in writing, or electronically - that you have done the following:

- a. Taken the adverse action. The notice must include: the name, address, and phone number of the CRA (screening company) that supplied the report;
- b. A statement that the CRA supplying the report did not make the decision to take the adverse action, and cannot give specific reasons for the adverse action;
- c. A notice of the individual's right to dispute the accuracy or completeness of any information the CRA furnished;
- D. His or her right to a free copy of the consumer report from the CRA. Request is required to be made by consumer within 60 days.

What's your responsibility? In any case where information from a consumer report is a factor in your decision to not hire - even if the report information is not a major consideration - you must follow the procedures mandated by the FCRA. In this case, you must provide the applicant a **pre-adverse action disclosure and copy of their background check BEFORE** you reject his or her application. When you formally reject the applicant, you must provide **an adverse action notice**.

Please click link below for full PDF of Rules for Adverse Action:

<https://www.orcainfo-com.com/uploads/Employment-Screening-Rules-for-Adverse-Action.pdf>